

CITY HEIGHTS ELEMENTARY

2018-2019



GO COUGARS!

STUDENT PROCEDURES

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CITY HEIGHTS ELEMENTARY FACULTY AND STAFF 2016-2017

PRINCIPAL
ASSISTANT PRINCIPAL
COUNSELOR
SECRETARY
KINDERGARTEN

FIRST GRADE

SECOND GRADE

THIRD GRADE

FOURTH GRADE

FIFTH GRADE

LIBRARIAN
MUSIC
P.E.
ART
COMPUTER LAB
RESOURCE
READING RECOVERY
SPEECH PATHOLOGIST
PROJECT LEAD THE WAY PARAPROFESSIONAL
PARAPROFESSIONALS

NURSE
FOOD SERVICE MANAGER
CUSTODIANS

MARY McCUTCHEN
AIMEE McCABE
AMBER HURST
EMILY MORGAN
KAYLA DORNBLASER
VICTORIA HOWARD
JULIE LENSING
DANA VINES
TRACI EATON
SONDRA FARRAR
TAMMY MARR
JAURDAN MARTINEZ
CRAIG McBRIDE
JORDAN NEWELL
MEGAN BEANE
EMILEE BRANSCUM
COURTNEY LYONS
BRANDI DEFFENBAUGH
KRISTI GREGORY
CHELSEA JONES
KELSEY WAID
MARISIA WOFFORD
NANCY POAGUE
LOCKHART/CROXTON
MARK MACKIN
HALEY MARTIN
TWILA RAY
NA KHUU
LINDA EARNHART
CINDY WHITSON
ALIA LYLE
MARY PRESLEY
LAURA FULLER
NICK TUCKER
ASHLEY FLEMING
KAMESHIA OSBORNE
CHERYL BROWN
AVA PITCHFORD
ALONSO ESPINOSA



PRINCIPAL'S MESSAGE

It is my pleasure to welcome you to City Heights Elementary School. The faculty and staff join me in saying we're happy to have you as part of the City Heights family. The pages of this handbook are filled with important information regarding school procedures. It is helpful for parents and students to review the contents together. If you have questions, please call the school office.

MISSION STATEMENT

The goal of City Heights Elementary is to enable each student to reach his/her full potential academically, socially, and emotionally.

THE CITY HEIGHTS CREED

I am a bright City Heights student. I was born a winner and I will not allow myself to think of failure. There is no limit to what I can achieve. I am an intelligent and capable student. I must start today to prepare for my future by seizing every opportunity to learn. I will work hard, use my time wisely, and practice the values of good citizenship. I am responsible for my own actions. I am unique and special. I WILL SUCCEED! GO COUGARS!

SCHOOL DAY

Students may arrive at school after 7:15 a.m. Our first bell rings at 7:50 a.m. and the tardy bell rings at 8:00 a.m. Students who are tardy must be checked in by a parent at the office before attending class.

The school day ends at 3:00 p.m. Parents are requested not to pick students up before this time because it interferes with class time. To ensure safety during dismissal, students may not be checked out after 2:45 p.m.

ATTENDANCE

Regular attendance is essential to success in school.

1. If a child must be absent due to illness or a family emergency, the parent should contact the school by 8:00 a.m.. on the day of the absence
OR
2. Bring a note to the school office from the parent or guardian stating the date(s) of the absence and the reason(s).

For an absence of more than 2 days, parents may make arrangements to pick up make-up work. Excessive unexcused absence is in violation of the laws of the State of Arkansas.



SCHOOL MEALS

Breakfast and lunch should be purchased in advance. Students use a computerized debit system to pay for their meals at school. Send your check or cash in a sealed envelope. Write on the outside of the envelope the student's name, teacher's name, and the amount of money enclosed for meals. Meals are not to be charged by students. Applications for Free/Reduced Meals are available through the school office.

CAFETERIA

All students are expected to stay seated and talk quietly and politely. Students are also expected to use appropriate table manners, clean up their area, and raise their hands for questions or assistance. Positive reinforcement will be made for appropriate behavior.

We encourage parents to have lunch with their child whenever they can. Parents will please sign in at the office and wear a visitor sticker. Students are allowed to eat with parents at the visitor table. Other students will not be allowed to move to the visitor table.

TRANSPORTATION

Students who reside in the City Heights attendance area and live two miles or more from City Heights will be permitted to ride a bus. A student must follow bus rules or he/she will not be permitted to ride a bus.

LOST AND FOUND

Any item that is found should be turned into lost and found where it will be kept for a reasonable period of time. All items not claimed within a reasonable time will be given to a charitable organization. Students should mark personal items. The school is not responsible for lost or stolen articles.

BOOK POLICY

Books will be furnished by the State of Arkansas to all students. Students are responsible for these books. Charges for lost or damaged books will be collected according to state guidelines. When a student is certain a book is lost, he/she should notify the teacher and his/her parents. The book must be paid for before another book is issued to the student. If the book is found, money will be refunded. Final fines will be assessed for damaged books. Report cards will be held until all book fines have been paid.



COUNSELING

All elementary students have the services of the school counselor. Student referrals may be made by a teacher, a parent, or requested by a student. The counselor has special training in providing help to students and will be glad to help students find information, talk over feelings or problems, or just listen when they need someone to talk with about their concerns or challenges. Whenever a student needs to see the counselor, they must ask for permission from the teacher to leave the class or stop by the counselor's office before school to make an appointment. The counselor will then send for the student at the appropriate time. If they wish, students may see the counselor before or after school or during their recess.

ACADEMIC PROGRESS

The K-5 schools in the Van Buren School District use a standards-based reporting system to report student progress toward the Common Core State Standards. Elementary schools do not use traditional letter grades to report progress. At mid-quarter, reports will be sent home informing parents about student progress toward the standards and at the end of each quarter, report cards will be sent home providing detailed information about student progress toward standards.

There will be a minimum of two formal parent/teacher conference times each year for parents and teachers to discuss student progress. In addition to the two formal conference times, parents may call the school any time throughout the year to set up a conference to talk with the teacher about their child's progress.

HOMEWORK

Home study is a necessary part of each student's educational program. Each student is expected to spend some time on home study, in addition to scheduled class instruction, to achieve satisfactory work. Homework is classified as either work that was not finished in class or additional work to be done outside the class. (VBSD Policy 5.11)

CHANGE OF ADDRESS OR PHONE NUMBER

It is extremely important in case of emergency for us to have at least two current phone numbers of parents or relatives. Please keep all phone numbers current by contacting the office when changes are made.



SAFETY

Every precaution is taken to ensure the safety of students at City Heights. Periodic fire, tornado, and lockdown drills are executed to ensure students learn safety procedures and adhere to all safety guidelines.

Please help us prevent the risk of serious injury by adhering to all rules of traffic safety. Students should be dropped off and picked up by the curb. Children are not permitted to be dropped off in the parking lot.

Due to safety concerns, walkers are not dismissed before 3:15p.m. This includes parents walking up to the building to take their child. If you plan on walking to get your child, please wait until 3:15p.m, thus allowing traffic to clear out. In addition, adults must remain in the vehicle and go through the car line to pick up a student. NO students will be dismissed to an adult who parks their car and tries to pick up a child. Car tags will need to be in cars before your child is allowed to get in the vehicle. If a tag is not present in the vehicle, the driver must park and come to the office to check out the student.

We always welcome you to City Heights. However, we also want to ensure that we know who is in the building at all times. Therefore, when entering the building you should sign in at the office and get a visitor's tag. When leaving the building, always exit out the door by the office. This ensures all doors will remain locked throughout the day.

DRILLS AND PROCEDURES

Fire Drills: The fire signal will be one continuous alarm that can be heard throughout the facility. Students should remain quiet and listen for the directions of the teachers. Students will walk to their assigned places. Everyone will exit the classrooms and building following the designated routes that are posted in each room. The all-clear signal for returning to the facility will be a verbal command.

Tornado Drills: The signal for a tornado drill will be a vocal command. Students will walk quickly and quietly to their designated area. Students should be quiet and listen for directions.

DISCIPLINE

Each staff member accepts responsibility for the maintenance of discipline. A student's behavior should conform to acceptable standards of conduct that reflects self-respect and consideration for the rights, feelings, and property of others. If a student violates school rules, the administration may impose in-house suspension, out-of-school suspension, expulsion, parent/guardian conference, or revocation of student privileges.

TOYS

Students are not allowed to bring toys from home. If a student brings a toy to school, the teacher may confiscate it until a parent comes to claim it.



CELL PHONES

If a student brings a cell phone to school, it must remain off and in the child's backpack throughout the day. If a student takes the phone out of the backpack, it will be taken from the student and a parent must pick it up in the office. City Heights is not responsible for any lost or stolen cell phones.

VIDEO SURVEILLANCE AND OTHER STUDENT MONITORING

Video/recording devices may be in use in school buildings, on school grounds and in school vehicles as determined by the VBSD. Refer to policy 4.48.

SCHOOL PARTIES

There are three designated parties a year. Information will be sent home by the classroom teacher giving specific details for each party. All party refreshments must be store bought (no homemade treats). Please remember the State Regulations for Nutrition and Fitness do not allow cupcakes, cookies, etc. for birthday parties.

STUDENT CONDUCT - BULLYING

The Van Buren Board of Education, in recognition of the importance of a safe and secure school environment and the necessity of providing a school atmosphere that is conducive to learning, expect all students to conduct themselves at all times in a manner that is in keeping with these interests. To that end, bullying is strictly prohibited while in school, on school property, in school vehicles, on school buses, at designated school bus stops, at school-sponsored activities, or at school sanctioned events.

A school employee who has witnessed or has reliable information that a pupil has been a victim of bullying as defined by the district shall be required to report the incident to the principal. The person or persons who file a complaint of bullying will not be subject to retaliation or reprisal in any form.

Notice of what constitutes bullying, that bullying is prohibited, and the consequences of engaging in bullying shall be conspicuously posted in every classroom, restroom, gymnasium, auditorium, and school bus in the district. Copies of the notice shall be provided to parents, students, school volunteers, and employees. A full copy of this policy shall be made available upon request.

Bullying shall be defined as verbal or physical intimidation of another student to force that student to act against his or her will.

MINIMUM PENALTY: Verbal reprimand by a school employee.

MAXIMUM PENALTY: Expulsion from school and filing of appropriate legal charges.

(Ref Act 1437, VBSD Policy 4.3)



PARENT CONCERNS

Should you have a problem with a situation at City Heights Elementary, please follow the process outlined below. Please remember that it is very important that you include your child's teacher in this process.

1. Always start with the teacher or employee with whom you have a concern.
2. If the problem or conflict is not resolved, the next step is to contact the school principal.
3. If the issue cannot be solved at the school, the school principal will refer you to the Van Buren District Office where your concern will be assigned to an appropriate staff person.

PARENT INITIATED CONFERENCES

Parents may make appointments for conferences with school personnel by telephoning the office or by email. Parents are always welcome to call school to leave a message for their child's teacher to call them.

HOME AND SCHOOL COMMUNICATION AND INVOLVEMENT

City Heights is committed to open and clear communication. All parents are given the opportunity to participate in their child's education in the following ways:

- Back to School Open House
- PTA sponsored events, Fall Family Fun Night, Student for a Day, Grandparents Day, and Rise and Shine.
- Parent Teacher Association
- Parent-Teacher Conferences
- Weekly class newsletter
- Monthly calendars and newsletter
- Volunteer opportunities



City Heights Elementary 2018-2019

Student Handbook

This is to certify that I have received a copy of the City Heights Elementary Handbook and that I have read and understand the student procedures.

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____

